

<b>USCG/ECOLOGY MOA</b>	<b>Protocols Manual</b>	Procedure: 12 Page: Page 1 of 6 Revision: 6/26/2007
<b>Cross Familiarization Training</b>		

## 1. PURPOSE AND SCOPE

The purpose of the Cross Familiarization Training Protocol is to foster better familiarization, cooperation, and relationship building between personnel of the Washington State Department of Ecology ("Ecology") and the U.S. Coast Guard Thirteenth District ("USCG"). This will be accomplished by teaming new employees of each agency with personnel of the other for short periods of time when they first report for duty in a new position. Personnel of each agency will benefit through better understanding and awareness of their counterpart's knowledge, skills, and abilities, and by fostering personal and professional relationships.

## 2. AUTHORITIES AND REFERENCES

Memorandum of Agreement on Pollution Prevention and Response between the Commander Thirteenth Coast Guard District and the state of Washington executed on June 26, 2007, Sections V.A. on Prevention, VI.C. on Preparedness, and VII.E on Response, emphasize the importance and the Parties' commitment to optimize joint training opportunities and instruction, cross-training, and inter-agency familiarization.

## 3. EFFECTIVE DATE AND POINTS OF CONTACT

This protocol will become effective on signature of both parties to this protocol.

The following persons will serve as points of contact for questions concerning this protocol and its implementation:

### **Ecology**

#### **Prevention Section Manager, Spills Program**

Phone: 360-407-7465

Fax: 360-407-7288

Mailing Address: Washington Department of Ecology, Spills Program, P.O. Box 47600, Olympia, Washington 98504-7600

#### **Preparedness Section Manager, Spills Program**

Phone: 360-407-7447

Fax: 360-407-7288

Mailing Address: Washington Department of Ecology, Spills Program, P.O. Box 47600, Olympia, Washington 98504-7600

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**Response Section Manager, Spills Program**

Phone: 360-407-6974

Fax: 360-407-7288

Mailing Address: Washington Department of Ecology, Spills Program, P.O. Box 47600,  
Olympia, Washington 98504-7600

**USCG**

**Prevention:**

**Sector Portland**

Chief, Inspection Division

Phone: 503-240-9340

Fax: 503-240-9369

Mailing Address: USCG, Sector Portland, 6767 N. Basin Ave., Portland, OR 97217

**Sector Seattle**

Chief, Inspection Division

Phone: 206-217-6184

Fax: 206-217-6199

Mailing Address: USCG, Sector Seattle, Bldg 4, 1519 Alaskan Way S., Seattle, WA 98134-1192

**Preparedness**

**Sector Portland**

Chief, Planning Department

Phone: 503-240-9325

Fax: 503-240-9345

Mailing Address: USCG, Sector Portland, 6767 N. Basin Ave., Portland, OR 97217

**Sector Seattle**

Chief, Planning Department

Phone: 206-217-6200

Fax: 206-217-6345

Mailing Address: USCG, Sector Seattle, Bldg 4, 1519 Alaskan Way S.,  
Seattle, WA 98134-1192

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### Response

#### **Sector Portland**

Marine Environmental Response (MER)

Phone: 503-240-9301

Fax: 503-240-9345

Mailing Address: USCG, Sector Portland, 6767 N. Basin Ave., Portland, OR 97217

#### **Sector Seattle**

Incident Management Division (IMD),

Phone: 206-217-6066

Fax: 206-217-6345

Mailing Address: USCG, Sector Seattle, 1519 Alaskan Way S., Seattle, WA 98134-1192

## **4. POLICIES**

It is the policy of the USCG and Ecology to:

- Provide cross familiarization training to their respective personnel who deal with, as their primary responsibility, oil spill prevention, preparedness, and response when they first report to duty, or assume new duties related to prevention, preparedness and response.
- Empower their respective personnel to be aware of each agency's concerns and priorities, and communicate to each other information of mutual interest by whatever means available, within the limits set forth in the Disclosure of Public Records protocol.
- Empower their respective personnel to discuss issues and events of mutual concern, even when sharing of documents is limited by the Disclosure of Public Records protocol.

## **5. STANDARD OPERATING PROCEDURES**

Personnel with duties relating to oil spill prevention, preparedness, and response include:

### Ecology:

- Oil spill responders/state on-scene coordinator representative (SOSCR).
- Contingency planners.
- Vessel inspectors.
- Facility inspectors.

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- Oil transfer inspectors.

- Investigators.

**USCG:**

- Pollution investigators/federal on-scene coordinator representative (FOSCR).
- Marine casualty investigators.
- Contingency planners.
- Port-state control inspectors.
- Domestic vessel inspectors (cruise ship, tank vessel, barge inspector, machinery, hull).
- Facility inspectors.
- Command center watch officer.

Designated agency leads will coordinate cross familiarization training with their counterparts in the other agency as soon as feasible of their appointment of field personnel to these positions. This includes personnel transferred between the positions listed above.

Supervisors of field personnel will strive to ensure cross familiarization training will occur within six months of assignment. The table below will be used as a recommended amount for the ongoing cross familiarization training. The numbers in brackets indicate the number of inspections, investigations, drills, joint plan reviews, responses, or half-day (four-hour) office visit, as applicable, that a trainee should accomplish with the cross familiarization provider. Familiarization training in the field is preferred.

**Cross Familiarization Training**

<b>Ecology Position Trainee</b>	<b>USCG Positions to Provide Familiarization</b>
Oil spill responders/SOSCR	Pollution investigators/FOSCR [2] Command center watch officer [1]
Contingency planners	Contingency planners [2] Facility inspectors [1]
Vessel inspectors	Port-state control inspectors [1] Domestic vessel inspectors [1] Pollution investigators/FOSCR [1] Marine casualty investigators [1]
Facility inspectors	Facility inspectors [2] Pollution investigators/FOSCR [1]
Oil transfer inspectors	Facility inspectors [1] Domestic vessel inspectors [1] Port-state control inspectors [1] Pollution investigators/FOSCR [1]
Investigators	Pollution investigators/FOSCR [2] Marine casualty investigators [1]

<b>USCG Position Trainee</b>	<b>Ecology Position to Provide Familiarization</b>
Pollution investigators/FOSCR	Oil spill responders/SOSCR [1] Oil transfer inspectors [1] Facility inspectors [1] Investigators [1]
Marine casualty investigators	Investigators [1] Vessel inspectors [1]
Contingency planners	Contingency planners [2]
Port-state control inspectors	Vessel inspectors [2] Oil transfer inspectors [1]
Domestic vessel inspectors	Vessel inspectors [2] Oil transfer inspectors [1]
Facility inspectors	Facility inspectors [2]
Command center watch officer	Oil spill responders [2] Investigators [1]

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Each cross familiarization training conducted should be documented in existing personnel training records including date, location, and type of training/familiarization. Additional specific positions may be designated for cross familiarization training upon agreement between the Ecology and USCG protocol contacts.

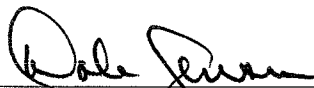
## 6. MEASURES OF EFFECTIVENESS

- Cross Familiarization progress will be documented in respective agency personnel training systems and discussed at quarterly Ecology/USCG coordination meetings.

## 7. APPROVAL



W. T. DEVEREAUX  
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 Thirteenth Coast Guard District  
 Chief, Prevention Division



DALE JENSEN  
 Program Manager  
 Spill Prevention, Preparedness, and  
 Response Program  
 Washington Department of Ecology

DATE: 26 JUN 2007

DATE: 6-26-07